



ROBERT RYANS
Director

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

June 24, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**FY 2002-03 OLDER AMERICANS ACT ONE-TIME-ONLY FUNDS
APPROPRIATION ADJUSTMENT
(ALL SUPERVISORIAL DISTRICTS) (4 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the appropriation adjustment (Attachment A) for the Department of Community and Senior Services (CSS) in the amount of \$ 2,962,000 to its FY 2002-03 Adopted Budget in One-Time-Only Older Americans Act (OAA) funding from the California Department of Aging.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The recommended action is necessary to enable CSS to encumber the necessary funding for amendments made to existing contracts in an effort to expend One-Time-Only grant funds by June 30, 2003. The Department used its delegated authority to accept OAA funding augmentations and execute contract amendments approved by the Board for its Older American Act programs on June 4, 2002.

This action will allow the Department to encumber the necessary funding amounts required for the amended contracts, and ensure these One-Time-Only funds are available for program services. These funds cannot be carried over to the subsequent fiscal year, and any unexpended funds must be returned to the State.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence, Organizational Effectiveness, and Fiscal Responsibility.

FISCAL IMPACT/FINANCING:

The \$2,962,000 appropriation adjustment has no impact on the County general fund as the program is fully financed by federal OAA revenues.

The additional spending authority requested includes \$2,961,942 to fund contract amendments made to existing service providers of the Older Americans and Integrated Care Management Programs for over-performance of contracts and purchase of equipment and supplies. The balance will fund the AAA Automation Project, the Network of Care Website and InfoVans.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

All contract amendments have been approved as to form by County Counsel. The dollar amounts of the contract amendments do not exceed the 25% of the original contract, as authorized by your Board in June 2002. All contractors receiving One-Time-Only funds are in compliance with all Board, CAO and County Counsel requirements.

CONTRACTING PROCESS:

All contracts that have been amended were procured using open-competitive processes. In Fiscal Year 1998-99, the Department conducted an open-competitive request for proposals (RFP) process for Older Americans Act-funded programs for a four-year period from July 1, 1999 through June 30, 2003; contracts are renewed annually by your Board. Proposals were solicited in 1998, through mailing an RFP announcement to interested parties, the Area Agency Advisory (AAA) Council and existing AAA-funded agencies, as well as publication in six local newspapers including five ethnic newspapers. The RFP solicitation was also posted on the Department's and the Office of Small Business websites. A similar RFP process was conducted for the Integrated Care Management Project (ICM) in 2002 for a three-year period from July 1, 2002 through June 30, 2005.

IMPACT ON CURRENT SERVICES:

The recommended actions will give CSS the appropriation authority to provide additional funding to community-based contract agencies that provide nutrition and supportive services under the Older Americans Act within contract authority. Through One-Time-Only funds, the Department is able to provide contractors with additional funds for their over-performance and to share in the cost of equipment and supplies purchases that support the administration of these programs.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robert Ryans', with a long horizontal flourish extending to the right.

ROBERT RYANS
Director

Attachment A

c: David E. Janssen
Lloyd W. Pellman
Violet Varona-Lukens
J. Tyler McCauley

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ATTACHMENT A

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No. 325

DEPARTMENT OF COMMUNITY & SENIOR SERVICES

June 17, 2003 19

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4 VOTESOURCES:

Community & Senior Services
Older American Act Programs
Federal Revenue
A01-CS-26556-9001
\$2,962,000

USES:

Community & Senior Services
Older American Act Programs
Services & Supplies-Assistance Budget
A01-CS-26556-2000
\$2,962,000

This adjustment is requested to reflect an additional \$2,961,942 in fiscal year 2002-2003 in Older American Act One-Time-Only funds from the State Department of Aging to fund contract amendments made to existing service providers of Older Americans Act and Integrated Care Management programs for over performance of contracts and for equipment and supplies purchased.

Yonda Lee
BUDGET OFFICER

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

APPROVED (AS REVISED)
BOARD OF SUPERVISORS

CHIEF ADMINISTRATIVE OFFICER

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No.

19

BY